


# VACANCY NOTICE

CS-376  
REV(1/11)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	<p>TITLE OF POSITION: <u>Chief, Family Health Systems</u> CLASSIFICATION CODE: <u>02625600</u></p> <p>SALARY RANGE: <u>Gr. 137 \$72506-82207</u> REFERENCE POSITION NO.: <u>2020-10000-CNP</u></p> <p>Department or Agency Name <u>Executive</u> APPLICATION PERIOD: <u>11/16/2011 - 11/29/2011</u></p> <p>Division/Section/Unit <u>Office of Health and Human Services</u> GRACE PERIOD ENDS <u>12/2/2011</u></p> <p>Assignment(s) / Comments <u>Please apply by resume only.</u></p> <p>Shift and Days: <u>Mon. - Fri., NS, 8:30 - 4:00</u> Job Location: <u>LP Building, Cranston</u></p> <p>Restrictions/Limitations: <u>None</u></p> <p>Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u></p> <p>Name of Bargaining Unit Union: <u>Non-Union</u></p> <p>There is* _____ is not <u>X</u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b></p> <p>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p>
	<p><b>INSTRUCTIONS:</b></p> <p><b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p><b>Most Important</b> - Please include the following information:</p> <ul style="list-style-type: none"> <li>• The title of the position for which you are applying</li> <li>• Name of department where you are currently employed</li> <li>• Title of your present position and date you entered it</li> <li>• Your business telephone number</li> <li>• Date you entered State service</li> <li>• Present Union Affiliations</li> </ul> <p><b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b></p> <p><b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b></p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p><b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b></p> <ul style="list-style-type: none"> <li>• <b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li>• <b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>
Statement of Duties	<p><b>DUTIES / RESPONSIBILITIES:</b></p> <p>Perform budgetary and financial analysis of programs throughout the five departments organized under the Executive Office of Health and Human Services; identify spending and service utilization trends that may impact future expenditure patterns; assess impact of demographic changes and economic influences on EOHHS programs; work closely with policy and program staff to design financing strategies and payment mechanisms which support service delivery in the most economic fashion possible; examine program data to determine relevant trends; provide benchmark comparisons to other states, national standards and other programs that help to inform Budget decisions; define program outcomes and metrics that provide a basis for constant monitoring and performance evaluation; conduct independent reviews, research, and analysis as required by statute or as directed by the Secretary; and to do related work as required. This position will report to the Associate Director, Management Services for Budget.</p>
Minimum Education & Experience	<p><b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b></p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p><b>Education:</b> Possession of Master's Degree in Health Administration, Public Administration, Hospital Administration, Business Administration, or a closely related field; and</p> <p><b>Experience:</b> Employment in a responsible position in developing and/or administering a public health program or service; employment in a responsible position engaged in coordination of activities of medical or other groups engaged in providing similar services of functions for the benefit of the public; employment in an academic or research capacity with emphasis on health systems;</p> <p><b>Or,</b> any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>
Where to Apply	<p>Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b></p> <p>Daniel Sergeant OHHS Human Resources Service Center Benjamin Rush Bldg., #55 55 Howard Avenue Cranston, RI 02920</p> <p><b>Fax and e-mail resumes and applications are no longer accepted.</b></p> <p>TTY/TDD # <u>711</u> (Telecommunication Device for the Deaf)</p> 

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER